



## Vehicle/Vessel Contract Application

Use this form to apply for access to vehicle/vessel records through the Internet Vehicle/Vessel Information Processing System (IVIPS) or to receive bulk/batch data. Send the completed form with a copy of your business license and other required documents by fax to: **(360) 570-7895** or email (print and scan or upgrade to **Adobe Reader XI** or above) to: **vsdisclose@dol.wa.gov**.

Please allow 14 business days to process and respond to your request. Questions or assistance: IVIPS: (360) 359-4001; Bulk/batch: (360) 902-0136.

We are committed to protecting personal information and there is no guarantee you will be approved. We release records only as allowed by state and federal laws, including the Driver Privacy Protection Act (DPPA). The DPPA also restricts redisclosure of personal information you receive.

### Fees

**IVIPS contract fees:** There is a 4-cent fee per record search, and businesses must pay an additional \$2 for each record accessed. Government entities are exempt from the \$2 fee.

**Bulk records contract fees:** There is a 1-cent fee per unique VIN record. The contractor is also responsible to pay a onetime set-up fee and monthly maintenance fee. Setup and maintenance fees may vary for bulk records.

<b>1</b> Method of access you are requesting			
<input checked="" type="checkbox"/> <b>IVIPS (Individual record inquiries)</b> Current IVIPS number, if applicable _____ <input type="checkbox"/> <b>Bulk vehicle/vessel records (Batch process)</b> Frequency (check one): <input type="checkbox"/> One time <input type="checkbox"/> Periodic <input type="checkbox"/> Regular			
PRINT or TYPE Company/Agency name <b>360 Legal Support</b>			
Contract contact/manager (IVIPS and Bulk records accounts) <b>Mike Elerath</b>		Signing Authority name (Bulk records accounts only)	
(Area code) Phone number <b>(360) 798-3033</b>	Email (required for IVIPS and Bulk records) <b>Mike@360LegalSupport.com</b>	(Area code) Phone number	Email (required for Bulk records)
Physical address of business (Number and street, City, State, ZIP code) <b>2279 N 6th St., Washougal, WA 98671</b>			
Mailing address of business, if different (Address or PO Box, City, State, ZIP code) <b>P.O. Box 873358, Vancouver, WA 98687</b>			
Provide one of these identifiers:	Taxpayer Identification Number (TIN)	Employer Identification Number (EIN)	WA Unified Business Identifier (UBI) <b>603 426 011</b>
<b>2</b> Provide a detailed explanation of your primary business activity (exactly what your business does).			
<b>360 Legal Support primarily serves as a process serving firm in southwest Washington (Clark, Skamania, Cowlitz and Lewis Counties). We also provide court filing services, document retrieval and skip tracing services.</b>			
<b>3</b> Check all that apply to you and/or your business			
<input type="checkbox"/> Attorney <input type="checkbox"/> Auction <input type="checkbox"/> Auto manufacturer or agent <input type="checkbox"/> Bail bonds <input type="checkbox"/> Bank or financing firm <input type="checkbox"/> Business <input type="checkbox"/> Commercial parking company <input type="checkbox"/> Credit union <input type="checkbox"/> Data broker/Reseller <input type="checkbox"/> Debt recovery/Collection <input type="checkbox"/> Employer/Prospective employer <input type="checkbox"/> Government <input type="checkbox"/> Guardianship/Trustee service <input type="checkbox"/> Homeowner association <input type="checkbox"/> Hospital <input type="checkbox"/> Hulk hauler <input type="checkbox"/> Insurance company/agent	<input type="checkbox"/> Lien service <input type="checkbox"/> Marina <input type="checkbox"/> Neighborhood block watch <input type="checkbox"/> Newspaper or media <input type="checkbox"/> Non-profit organization <input type="checkbox"/> Parking enforcement <input type="checkbox"/> Private investigator <input checked="" type="checkbox"/> Process server <input type="checkbox"/> Property mgmt. - Government <input type="checkbox"/> Property mgmt. - Private <input type="checkbox"/> Repossession service <input type="checkbox"/> Retail/Store <input type="checkbox"/> School - Private <input type="checkbox"/> School - Public <input type="checkbox"/> Scrap processor or wrecker <input type="checkbox"/> Security services - Government <input type="checkbox"/> Security services - Private	<input type="checkbox"/> Service bureau for another business Provide business name: _____ <input type="checkbox"/> Storage facility <input type="checkbox"/> Title/Escrow <input type="checkbox"/> Toll facility <input type="checkbox"/> Towing company <input type="checkbox"/> Transporter <input type="checkbox"/> Union (non-profit) <input type="checkbox"/> Vehicle/Vessel dealer <input type="checkbox"/> I represent a business that will provide information to another party Provide business names: _____ <input type="checkbox"/> Other (explain) _____ _____ _____	

**4** Explain in detail why you need vehicle/vessel information. Give examples. Attach additional pages if necessary.

As a process server we get lied to a significant amount by those who wish to evade service, sometimes we are told the individual has moved, sometimes we are told "Never heard of them" and various other things to try to dissuade us from coming back to a listed address. Having the ability to run a plate when an individual seems to be lying would save a significant amount of time and money and help avoid returning to an address multiple times and also save money for a client by avoiding a stake out fee if it comes down to that situation. We do not always have a picture of a listed servee, often we go in blind and the ability to verify information would be very beneficial for 360 Legal Support.

On previous serves after being lied to several times I have sent serves back as unable to serve only to have the client send it back several days later after running the plate information I had obtained while on sight stating the address and plates are good. Having the ability to run plates on sight would save valuable time for my clients as well so that they do not have to do any research themselves.

**5** Redislosure and/or selling of information

Will you sell or provide the information to anyone else? ..... ☐ Sell ☐ Provide ☒ No

If no, skip to Section 6.

If yes, who will you provide or sell the information?

The release and redisclosure of personal information is restricted by state and federal laws. How do you ensure recipients are entitled to personal information under these laws?

How will you provide the information to recipients? Explain.

**6** Owner contact

Will you contact the vehicle/vessel owner? ..... ☐ Yes ☒ No

*Unsolicited business contact for commercial purposes is strictly prohibited.*

If yes, why will you contact the owner and how will you contact them?

**7** Answer the following

1. Do you agree not to sell or provide the information to any third party that has not been disclosed as part of this application? ..... ☒ Yes ☐ No
2. Do you agree not to use the information for any purpose other than reasons stated on this application? ..... ☒ Yes ☐ No
3. Do you agree not to use, or facilitate the use of, the information for the purpose of making unsolicited business contact, or promoting the sale of any goods or services? ..... ☒ Yes ☐ No

**8** Check all that apply

- ☐ **I represent a government agency.** Agency name: \_\_\_\_\_  
 Do you agree the information you receive will only be used in an official capacity and solely for carrying out the functions of your agency? ..... ☐ Yes ☐ No
- ☐ **I represent a Washington State business.** Attach legible copies of:
- your current business license
  - any/all professional licenses that you possess
- ☐ **I represent a business outside Washington State.** If your business is not required to be licensed in the state of Washington, attach a legible copy of either:
- your current business license
  - a letter with a signature of the owner or authorized representative indicating you are their agent. The letter must include your Employer Identification Number (EIN) or Taxpayer Identification Number (TIN).
- ☒ **I am a process server.** Attach legible copies of:
- your current business license
  - any/all professional licenses that you possess
  - registration for county jurisdictions
- ☐ **I represent a non-profit organization or corporation.**
1. Attach a legible copy of one of the following:
    - Your Articles of Incorporation, filed with the Secretary of State
    - Your Tax Exempt Status from the Internal Revenue Services (501)(c)(3)
    - Other documents reviewed and approved by the Department of Licensing Public Records Officer
  2. Submit a letter with a signature of the business owner or authorized representative indicating you are their agent.
- ☐ **I represent a data broker/reseller** – attach a legible copy of your current business license.  
 IVIPS applicants must also include:
- subscriber roster (provided on page 4)
  - subscriber agreements
- ☐ **I am an attorney.\*** Attach legible copies of:
- your current business license
  - your current bar card
- ☐ **I am a private investigator.\*** Attach legible copies of:
- your current Private Investigator license
  - your current business license

**\*Whenever an attorney or private investigator accesses a vehicle record in IVIPS, we will send a notification letter to the vehicle owner. RCW 46.12.635**

**Knowingly making a false statement or concealing a material fact required in this request or making false representation to obtain any personal information from an individual's motor vehicle record is subject to federal criminal fines under the DPPA and RCW 46.12.640**

*By signing or typing your name, you are certifying under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

Owner \_\_\_\_\_

Title \_\_\_\_\_

2/18/2015 in Clark County, WA \_\_\_\_\_

Date and place (county) signed

**X** Mike Elerath \_\_\_\_\_

Signature

Federal Driver Privacy Protection Act (DPPA) 18 U.S.C. §2721 through §2725  
 Washington State laws RCW 42.56, RCW 46.12, RCW 47, WAC 308-10, and WAC 308-93

**Subscriber Roster** (Data brokers/resellers applying for IVIPS must complete this section)

Each data broker or reseller must:

- Maintain a legible Subscriber Roster and complete all fields
- Record all subscribers
- Document the specific permissible use each subscriber qualifies
- Retain Subscriber Roster for 6 years and provide to DOL when requested

Your contract and/or IVIPS access may be terminated if you do not maintain a complete and legible Subscriber Roster.

**NOTE:** When a subscriber gives information to an attorney or private investigator, a notification letter must be sent. Failure to send a notification letter is a violation of your contract and Washington State laws. A sample notification letter is at <https://fortress.wa.gov/dol/ivipsprod/>.

In the *Subscriber's permissible use* box, provide a specific description of why the subscriber needs access to personal information. For example, "information is used in the processing of insurance claims investigations." A vague answer, such as, "check who owns the vehicle," is unacceptable.

<b>1</b>	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>2</b>	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>3</b>	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>4</b>	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>5</b>	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>6</b>	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>7</b>	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			

Use additional copies of this page, if needed. You may create your own Subscriber Roster as long as it contains all of the data fields on this form.

25571002883001

MICHAEL ELERATH  
360 LEGAL SUPPORT  
2279 N 6TH ST  
WASHOUGAL WA 98671-8568

DETACH BEFORE POSTING

002883



STATE OF  
WASHINGTON

## BUSINESS LICENSE

Sole Proprietorship

Unified Business ID #: 603 426 011  
Business ID #: 1  
Location: 1  
Expires: 08-31-2015

MICHAEL ELERATH  
360 LEGAL SUPPORT  
2279 N 6TH ST  
WASHOUGAL WA 98671 8568

TAX REGISTRATION

CITY LICENSES/REGISTRATIONS:  
WASHOUGAL GENERAL BUSINESS

REGISTERED TRADE NAMES:  
360 LEGAL SUPPORT

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

A handwritten signature in black ink, appearing to be "CRN", written over a horizontal line.

Director, Department of Revenue

**WASHINGTON STATE PROCESS SERVER**

Clark County Auditor  
1300 Franklin St  
Vancouver, WA 98660  
(360) 397-2208

**Check one box:**

- ☐ Initial Registration  
☒ Renewal  
☐ Change in Information  
☐ Expired License # 4883488

**Auditor's Office Only**

License # Issued 5120026  
Date Issued 11/13/14  
Term: One (1) year from issuance.  
Receipt # 373407

I am over 18 years of age and I am competent to be a witness in a court proceeding. I hereby request to be registered as a Process Server in Clark County.

Legal Name Michael T Elerath

Birth Date 4-15-89

Business Name 360 Legal Support

Business Address 2279 N 6th St  
Washougal, WA 98671

Business Phone (360) 798-3033

Self Employed? YES ☒ NO ☐

I understand that I am required by law to RENEW this registration within ONE YEAR of the initial registration and annually thereafter, or when any of the information given above has changed. I further understand that if the renewal is required because of a change in my identifying information, I must renew the registration form within TEN days of the date in which the identifying information changes.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true & correct, that I am a resident of the State of Washington and that I either reside in or operate my principal place of business in this county.

Signed at Vancouver, WA on, 11-13-14  
(City, State) (Date)

Signature Michael T Elerath

PLEASE TURN FORM OVER TO COMPLETE

